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Executive Registry

Approved For Release 2005/11/21 : CIA-RDP78-03568A000200060011-1

# Office Memorandum • UNITED STATES GOVERNMENT

TO : ADD/A (General)

DATE: 16 June 1951

FROM : Comptroller

SUBJECT: Status of Finance Personnel Requirements

1. The Finance Office has a total approved T/O   
The present status is indicated by organizational units in the following tabulation:

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<u>Unit</u>	<u>On Duty</u>	<u>Pending In</u>	<u>Vacancies</u>	<u>Total</u>
Comptroller				
Coordinating & Contracting Unit				
Budget Division				
Fiscal Division				
Finance Division				
Overseas Trainee Pool				
IAC				
Total				

25X1

1/ The two top positions in this Unit are vacant. The Deputy Comptroller is at the present time fulfilling the duties and responsibilities of the top position on a full time basis. This matter has been discussed with you and  at one of our Staff Conferences. This Unit will be the subject of further discussion later on in this memorandum.

25X1

2/ Specific individuals are under consideration for  vacancies. One of the vacancies is a Secretary-Stenographer position for which this Office has had a Recruitment Request in since November 1950 without any referrals. We have just recently secured an application from an outside source and forwarded it to Personnel for contacting the individual and securing the additional necessary papers.

25X1

3/  vacancies are GS-4 Clerks for which Recruitment Requests are on file in the Personnel Office. There is a high rate of turnover in this category of personnel and it is very difficult to keep the T/O filled. The other vacant position is a GS-11, Fiscal Inspector, position. The employee occupying this position was transferred to Finance Division the first of June to fill a more important assignment. It is proposed to transfer this position to the Comptroller's Office.

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4/ The [ ] vacancies in Finance Division consist of [ ] high grade and [ ] lower grade positions. The filling of the [ ] higher grade positions will, in all probability, be by internal promotion. However, this will depend on a decision to be made by Mr. [ ] present Chief of the Division. A recent recommendation was made by [ ] OSO Operations [ ] be recalled and assigned to the position as Chief, Finance Division. The Assistant Director, OSO, vetoed this recommendation by refusing to grant a release [ ] Of the remaining [ ] vacancies, [ ] Recruitment Requests have been filed with Personnel. Internal promotions and/or transfers are under consideration for the other [ ] positions.

5/ [ ] IAC positions have just recently been approved, only one of which has actually been committed. Requests for recruitment for the [ ] vacancies have been filed with the Military Personnel Division and negotiations are under way with the Armed Services for the assignment of qualified personnel.

2. The most urgent need in the Office of the Comptroller is the services of a full-time Deputy Comptroller. At the present time, Mr. [ ] carries the title of Deputy Comptroller but is devoting his full time to covert activities especially in connection with [ ] projects handled by the Coordinating and Contracting Unit. This matter has been discussed in more detail with you and action is being taken to relieve the situation.

3. The number two priority item is the strengthening of the Coordinating and Contracting Unit and the revision of [ ] of the Confidential Funds Regulations relating to the duties and responsibilities of the Covert Coordinating Committee and the review and control [ ] projects. This is in the process of being completed. It is essential that an Administrative and Financial Plan be developed for each one of these special projects and that provision be made for progressive budgetary planning, financial audit and administrative review to ensure compliance with the plan and with Agency policies. In order to carry out these responsibilities, it is estimated that a total increase of [ ] positions will be required. The request for the increase will be submitted when the paper covering the whole problem is completed.

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4. The next item in line of priority would be an increase in the T/O of the Fiscal Division [ ] and the reclassification of the top supervisory positions. The increase [ ] would include: [ ]

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[ ] This increase in personnel is required to handle the ever increasing workload. The increase listed here was included in the amended 1952 budget but was deleted when the Director raised the question of the large increase in overall Agency personnel. The top supervisory grades in the Fiscal Division have remained at the same grades since OSS days whereas those in the Finance Division have been raised at least one grade. By raising these positions one grade most of them will be still one grade lower than those of the Finance Division. For example, the Chief, Fiscal Division, is a GS-13, whereas the Chief, Finance Division is a GS-15. It is requested that the Classification and Wage Administration Division of the Personnel Office make a reclassification survey of the Fiscal Division.

5. The Finance Division requires [ ] additional employees to handle agent payrolls. This increase is necessary to process the increasing number of staff, career and contract agents. This type of employment is more complex and cannot be handled under normal payroll procedures. This function is now being performed by [ ] employees detailed from other units of the Finance Division. The four additional positions are in the following categories: [ ]

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6. A request has been forwarded to Management requesting that the Fiscal Inspector's position be transferred from Fiscal Division to the Office of the Comptroller and the grade raised from GS-11 to GS-13. It has been determined that there is not a sufficient workload in the Fiscal Division to keep a Fiscal Inspector fully occupied on a full-time basis. By transferring the position to the Office of the Comptroller the employee occupying the position can handle both vouchered and unvouchered problems. Under a previous organizational setup this position was established in my office as a GS-13.

7. The Finance Division is experiencing a little difficulty in performing the daily auditing and accounting functions due to the increased activity of the Audit Office. This will increase as the Audit Staff increases in size and attains its full complement of personnel. This will require more time of Finance personnel in answering questions, explaining vouchers and entries, and obtaining records and files for use by the auditors. Sometimes personnel of both offices will want to use the same records at the same time in which event the work of one or the other may be retarded a little. However, the two offices are working closely together and every effort will be made to work out any conflicts

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in the use of the records and files. In addition to the devoting  
of time to the CIA Audit Staff, other auditors from [redacted]  
[redacted] in reviewing auditing and accounting methods  
and procedures require a certain amount of time of the various  
employees of the Finance Division.

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[redacted]

E. R. SAUNDERS

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